

**PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES.**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific tasks being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall—

**I. Prepare a Request for Quotes:**

A. A performance-based statement of work that individually tailored to consider the labor category(s) requested (Special Item Number or SIN), special skills needed, period of performance, quantity of hours, work site location, deliverables, if any, and/or any other special requirements (i.e., security clearances, special knowledge, etc.) required for effective program performance. Job descriptions (for applicable labor categories) listed in the Service Contract Act Directory of Occupations published by the Department of Labor, incorporated by reference, serve as the basis for most of Performance Work Statements utilized in orders issued hereunder this schedule program requirements or functions should be within the scope of general descriptions provided in the Service Contract Act Directory of Occupations (if applicable).

B. A request for quotes (either oral or written) should be prepared which includes the performance-based statement of work and requests the contractors to submit a firm-fixed price to provide the services outlined in the statement of work. Transportation of workers is the responsibility of the Contractor. No travel costs shall be charged on any order placed under this contract. If parking for the Contractor personnel is not available, employees must make their own arrangements for parking.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. Agencies shall use appropriate methods to ensure selection of services offer the best value to the Government, cost and other factors considered.

## II. Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

## III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

Note: Positions can be filled for an initial 120 workday basis on this schedule program with the ability to extend for an additional 120 days, not to exceed 240. No single line item contained in a BPA issued under this program should exceed a maximum of 240 workdays. (See 5 CFR part 300, and the May 2, 1996 Federal Register for complete compliance requirements.)

A SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that

represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(i) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

IV. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

V When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

VI. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. . For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

## **Additional Ordering Considerations Unique to MAS 736:**

**Conditions for Use:** This schedule program was established to provide “temporary” clerical and professional services. The contracts under this schedule are non-personal in nature. Positions can be filled on a temporary basis for a maximum of 240 workdays. (See OPM regulations, 5 CFR Part 300.503 for further guidance on use of private-sector temporaries).

**Certification/License:** Certain professional labor categories provided under this program are not necessarily licensed or certified. The services to be provided under this program are “temporary” in nature, and so certain customs or practices within a particular professional field may not be provided under some contracts.

**Security:** It is not anticipated that Security clearances will be necessary for any order issued against this schedule; however, in the event a Security Clearance is required, the contractor is responsible for providing such clearances.

**Hours of Work:** Required work hours will be provided in each order. However, this program is intended to offer “temporary” personnel so a typical work day would consist of 8 hours, plus 30 non-paid minutes for lunch. Government holidays are excluded.

**Wage Determinations:** Contracts awarded under this schedule 736 are subject to the Service Contract Act of 1965, as amended. Wage determinations for the following locations have been incorporated into awarded contracts under the MAS 736 program. A Wage Determination for areas not listed below can be obtained the GSA Contracting Officer listed below.

Contact GSA Contracting Officer at: [karen.laboon@gsa.gov](mailto:karen.laboon@gsa.gov) or (817) 978-2482 or FAX (817) 978-4366

Atlanta, GA  
Baltimore, MD  
Boston, MA  
Chicago, IL  
Dallas-Fort Worth, TX  
Denver, CO

Des Moines, IA  
Detroit, MI  
Houston, TX  
Indianapolis, IN

Kansas City, MO KS  
Los Angeles, CA  
Louisville, KY  
New Orleans, LA  
New York, NY  
Norfolk, VA

New York, NY  
Norfolk, VA  
Oklahoma City, OK  
Philadelphia, PA

Sacramento, CA  
St. Louis, MO  
Salt Lake City, UT  
San Antonio, TX  
San Diego, CA  
San Francisco- Oakland,  
CA  
Seattle, WA  
Washington, D.C.  
Hawaii  
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